

SELF-SERVICE CENTER
PROCEDURES: HOW TO FILE FOR A CHANGE OF NAME WITH THIS COURT
FOR A MINOR CHILD

STEP 1: Fill out the *“Application for Change of Name for a Minor Child”*

STEP 2: Make **2** copies of the *“Application for Change of Name for a Minor Child”*

STEP 3: **FILE THE PAPERS AT THE COURT:**

WHO: **Who must file the Application for Name Change of a Minor Child?**

The Parent or Guardian of that child, or the attorney of the parent or guardian, must file the papers.

GO TO: **GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:** The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FEES: The filing fee for this name change procedure is \$190.00. If you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees at the time you file your papers with the Clerk of the Court. The deferral forms are located at the Self-Service Center and the Filing Counters listed above.

PAPERS: Give your original application and both copies to the Clerk along with the \$190.00 filing fee. Only cash, money order, or personal in-state check made payable to the Clerk of Superior Court, are acceptable. **Make sure the filing clerk stamps both of your copies and returns them to you.**

STEP 4: **SCHEDULE YOUR HEARING WITH COURT ADMINISTRATION:**

GO TO: After filing your application, bring that paperwork and the *“Notice of Hearing Regarding Application for Change of Name”* to Court Administration to get your hearing date. Facilities listed below are open Monday through Friday, 8am - 5pm, except for Court holidays.

Court Administration
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Court Administration
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Court Administration
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Court Administration will complete the *“Notice of Hearing Regarding Application for Change of Name”* to show the date, time, and place of your hearing. You must complete all other information on that form.

STEP 5: **NOTIFY ANY INTERESTED PARTY**

WHO: You must notify the other parent of the minor child (or both parents if you are the child's guardian) about your request for name change and the scheduled hearing. If the minor child is 14 years or older, he/she must sign a notarized consent to the name change request, or attend the hearing.

HOW TO NOTIFY: If you know where the person(s) lives, you can do one of the following:

1. IF THE PARENT AGREES WITH YOUR REQUEST - Give him/her a stamped copy of your application and the *“Notice of Hearing Regarding Application for Change of Name”* that shows the date, time, and place of your hearing. Then, have the parent complete the form entitled, *“Consent of Parent to Name Change of a Minor Child and Waiver of Notice”* and have it notarized. That document serves as your proof of notice. Bring the signed and notarized *“Consent of Parent to Name Change of a Minor Child and Waiver of Notice”* to the hearing.

2. IF THE PARENT DOES NOT AGREE WITH YOUR REQUEST - Give him/her a stamped copy of your application and the ***"Notice of Hearing Regarding Application for Change of Name"*** that shows the date, time, and place of your hearing. Then, have the person sign an ***"Acceptance of Service"*** (That form is available through the Self-Service Center). That notarized form serves as the proof of notice. Bring the signed and notarized ***"Acceptance of Service"*** to the hearing; **OR**,
3. Send a clerk-stamped copy of your application and the ***"Notice of Hearing Regarding Application for Change of Name"*** showing the date, time, and place of hearing by certified mail/restricted delivery (return receipt requested). This must be done at least 30 days before the hearing. Proof of Notice for this step is the card returned to you from the Post Office showing delivery. Bring the card and a completed ***"Affidavit of Service by Certified Mail"*** to the hearing. The person who should receive notice of the hearing must sign the return receipt.

If you do NOT know where the person(s) lives:

A Notice of Hearing must be published once in a newspaper of general circulation in Maricopa County at least 14 days before the hearing. This is called Notice by Publication.

If notice is by publication, you must complete a notarized statement explaining in detail what efforts you made to locate the person(s). Bring that statement with you to the hearing. The Court will not accept notification by publication unless diligent efforts have been made to locate the person for whom notification is required. For more information regarding service by publication, please see the Self-Service Center packet on Service of Court Papers When You Cannot Find the Other Party.

STEP 6: ATTEND THE HEARING

WHO:

The adult who is requesting the name change for the minor child **MUST** be present at the hearing. In addition, if the request is for a minor child who is 14 years or older, that child must either be present at the hearing or you may provide a notarized statement from the child consenting to the name change.

BRING:

These documents are required for your hearing:

- 2 copies of ***"Order Changing Name for a Minor Child"*** (To receive a certified copy of your Order, bring \$18.00 in cash, money order, or personal in-state check to the hearing. If you wish to pay this amount by personal in-state check, please make the check payable to "Clerk of Superior Court.")
- Photo identification for the person requesting the change of name
- A Clerk stamped copy of all filed documents
- Proof of Notice as described above in Step 5.
- Notarized consent from the other parent or proof that the other parent was served with notice of the Application and the hearing date, time, and place.
- Prior Name Change orders (If applicable)
- Proof of naturalization or resident alien status (If applicable)
- Certified copy of the child(ren)'s birth certificate
- Order terminating parental rights of the other parent (If applicable)
- Adoption decree (If applicable)
- Proof of Guardianship (If applicable)
- If the person requesting the change of name, or the child, is not a United States citizen, a passport or proof of immigration status must also be provided at time of hearing.

Always make sure that you make a copy of any documents you submit to the Court, and keep those copies for your records.